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ABSTRACT

This resource unit, a supplement to the foods and nutrition curriculum guide (see related note), was designed to help secondary education home economics teachers provide students with additional food study and plan for learning experiences in the art of entertaining. The unit covers four principle topics regarding the art of entertaining in a variety of social functions and includes for each topic an overall objective, behavioral objective, learning and/or evaluation experience(s) for students, and teaching resource(s), e.g., people, demonstrations, books, pamphlets, periodicals, and audio-visual materials. The four topics covered are (1) identifying the principles of entertaining, (2) managing resources when entertaining, (3) planning party time and special meals, and (4) planning environment and table appointment. A list of the teaching resources concludes this unit. (EM)

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Foods and Nutrition Resource Unit

Entertaining

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Foods and Nutrition Resource Unit

Entertaining

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Foods and Nutrition Resource Unit

Entertaining

This Resource Unit on Entertaining has been prepared to supplement the Foods and Nutrition Curriculum Guide for additional food study and to provide students experiences in the art of entertaining.

The unit covers techniques and experiences in entertaining to help students acquire skills in a variety of social functions.

Evaluation will be practical, progress sheets, and paper-pen tests.

Foods and Nutrition Resource Unit

Entertaining

I. Identifying the Principles of Entertaining
   A. Define entertaining and hospitality
   B. Reasons for entertaining
   C. Attitudes of host and hostess
   D. Party themes and ideas
   E. Economic aspect of entertaining
   F. Skills and techniques in special meals and entertaining
   G. Foods used for special occasions

II. Managing Entertaining
   A. Organization and planning for efficiency to save resources
   B. Work simplification techniques
   C. Labor saving equipment and efficiency-freezer, crock pot, blender, etc.

III. Planning Party Time and Special Meals
   A. Occasions and ways to entertain
   B. Guidelines for success (turning the party on)
   C. Invitations - extending and answering
   D. Parties of a lifetime - Christenings, Anniversaries, etc.
   E. Parties with a foreign flair
   F. Responsibilities of host, hostess and guest
   G. Arranging table centerpieces
   H. Serving foods attractively

IV. Planning Environment and Table Appointment
   A. The effect of the background on entertainment
   B. An attractive table
   C. Styles of table service
   D. Manners give a feeling of poise
   E. Seating arrangement
   F. The meal
   G. Rules or guides for quantity foods
   H. Outdoor entertaining - food methods and equipment
   I. Outdoor meals
   J. Children's parties - foods and factors that differ

CONCEPTS: Identifying the Principles of Entertaining

OVERALL OBJECTIVES: Demonstrate comprehension of principles of entertaining.

BEHAVIORAL OBJECTIVES	LEARNING AND EVALUATION EXPERIENCES	TEACHING RESOURCES
Identify entertaining and hospitality.	Read references to develop an understanding of the terms. Use word scramble for a deeper meaning. View filmstrip, "New Hostess at Home".	McDermott, et al, Foods for Modern Living. p. 52. Word scramble made by teacher to include such words as cherish, provide, reception, kindness, delightful, pleasure, comfort, casual, formal, informal, etc. "New Hostess at Home" Pan-American Coffee Bureau.
List reasons for entertaining.	Recall in buzz groups reasons for entertaining. Elect reporter to report to class and list group findings on overhead transparency.	Overhead Projector.
List elements that make a party successful.	Recall a pleasant social event you attended or hosted. Write a paragraph giving reasons why the event was enjoyable. Review resources and participate in a discussion of elements which make a party successful. 1. Attitude of host or hostess 2. Party theme 3. Budget 4. Guest list 5. Menu & service 6. Place, date & time 7. Invitation 8. Decorations 9. Entertainment 10. Time-work schedule	Carson/Ramee-How You Plan and Prepare Meals. p. 2. Complete Book of Entertaining. Lee. pp. 3-26.

CONCEPTS: Identifying the Principles of Entertaining

OVERALL OBJECTIVES: Demonstrate comprehension of principles of entertaining

BEHAVIORAL OBJECTIVES	LEARNING AND EVALUATION EXPERIENCES	TEACHING RESOURCES
Identify responsibilities of the host and guest.	Plan and participate in a skit using the topic "When you entertain give a little of yourself, you will have more fun and so will your guest". Participate in class summary of skits.	Skits
Plan party themes and ideas to be used in entertaining.	Collect ideas from periodicals, and exchange ideas for invitations, favors, etc. received. Start a file of ideas.	Periodicals. CoEd party suggestions.
Determine the economic aspect of entertaining.	Study the food ad sections of current newspapers. Plan simple refreshments for a group of 12 and determine the cost per person and the group. Report to class.	Newspaper food ad section.
Contrast skills and techniques for entertaining and family meals.	Read references to discover the different techniques in family meals & entertaining as related to planning, buying, coping with the unexpected question, food preparation, table arranging; host, hostess & guest skills.	Meal Management - Kinder.
Determine and classify foods that maybe used for special occasions.	Research and discuss foods for special occasions such as: 1. Dips 2. Hors d'oeuvres 3. Cookies 4. Tea sandwiches 5. Small cakes 6. Casseroles 7. Others	Department Cookbooks.
	Collect recipes for personal recipe file.	Handout.

CONCEPTS: Managing Resources when Entertaining.

OVERALL OBJECTIVES: Show awareness that effectiveness and enjoyment is the result of organization, work simplification, and use of labor saving equipment.

BEHAVIORAL OBJECTIVES	LEARNING AND EVALUATION EXPERIENCES	TEACHING RESOURCES
Organize and plan for efficiency in entertaining.	View Filmstrip, "Party Planning-Menus, Recipes, Decorations". Students review arrangement of work center, dovetailing, saving steps and motions, use of double duty dishes. Research in groups to plan the following types of entertainment: 1. Low cost 2. Moderate cost 3. High cost 4. Menus requiring no preparation at last minute 5. Preparation of one or two foods 6. Preparation of each food before serving	Filmstrip - "Party Planning-Menus, Recipes, Decorations". Reynolds Metal Co. Meal Management , Kinder. How You Plan and Prepare Meals - Carson and Ramee. UNIPAC - There Are Things to do When Serving a Family Meal.
List work simplifications.	Use references to determine short cuts when entertaining. Write a paragraph on work simplification in entertaining.	UNIPAC - Advantages and Disadvantages of Using Convenience Foods.
Determine efficiency gained in use of labor saving equipment in entertaining.	View demonstration of use of labor saving equipment such as: freezer, crock pot, blender and other equipment.	UNIPAC - Freezing is a Method of Food Preservation. Demonstrations. Periodicals. Mfg. Booklets.

CONCEPTS: Planning Party Time and Special Meals

OVERALL OBJECTIVES: Demonstrate ability to plan entertainment for meals and special occasions.

BEHAVIORAL OBJECTIVES	LEARNING AND EVALUATION EXPERIENCES	TEACHING RESOURCES
List occasions and ways to entertain.	Read references to determine the opportunities to display hospitality. Summarize findings.	How You Plan and Prepare Meals - McDermott, Trilling. & Nicholas, pp. 12-15. Complete Book of Entertaining- Lee. pp. 27-79. The Perfect Dinner Party Cookbook - Dyer.
Determine guidelines for successful entertaining.	View filmstrip on meal and party success. Summarize filmstrip. Select a special occasion or a type of party to research. Include decorations, lighting, and foods. Report findings to class.	Filmstrip - "Parties" Teen Etiquette Series- McGraw-Hill. Periodicals. Joy in Cooking. French Cooking for the American Table. Boston Cooking School Cookbook. You and Your Foods - White, pp. 314-330. Food Modern Living - McDermott, et al. pp. 520-552. The Perfect Dinner Party Cookbook. pp. 202-204.

CONCEPTS: Planning Party Time and Special Meals

OVERALL OBJECTIVES: Demonstrate ability to plan entertainment for meals and special occasions.

BEHAVIORAL OBJECTIVES	LEARNING AND EVALUATION EXPERIENCES	TEACHING RESOURCES
	View a bulletin board illustrating party ideas.	Bulletin Board.
	Listen to a resource person speak on experiences in entertaining.	Resource Person.
Contrast similarities and differences of foods with foreign flair.	Research and discuss food habits and customs of other countries: kinds of foods served, number of meals per day, method of cooking, ways of serving, and table etiquette.	Foreign Cookbook. International Cookbook.
	View slide presentation by resource person who has visited foreign countries.	Resource Person. International Cookbook. Foreign Cookbook.
Plan and serve a foreign meal.	Study popular international menus for: a Mexican Dinner a Swedish Smorgasbord a French Dinner a Chinese Meal	Cookbooks.

CONCEPTS: Planning Party Time and Special Meals

OVERALL OBJECTIVES: Demonstrate ability to plan entertainment for meals and special occasions.

BEHAVIORAL OBJECTIVES	LEARNING AND EVALUATION EXPERIENCES	TEACHING RESOURCES
Identify responsibilities of a gracious host, hostess and guest.	Devise a list of guidelines for host and guest. Select a host and hostess for class, practice greeting guests, etc. Practice good guest procedures such as when leaving, thanking hostess, etc.	Foods in Homemaking - Cronan, Atwood. pp. 310-319, 324-326.
	Participate in panel discussion: Ice breakers for a party and making guest feel at ease. Summarize.	How You Plan and Prepare Meals, McDermott et al. p. 13.
Determine ways of extending and answering invitations.	Participate in a discussion using illustrations of invitations and replies found in references. Practice writing an invitation, formal or informal, and acceptance or regret.	Illustrations of Formal & Informal invitations and replies.
	Discuss reasons for answering other than courtesy.	All About Entertaining, Corrinth & Sargent. pp. 27-95.
Identify parties of a life time (children, teenagers, & adults).	Read references and participate in class discussion listing parties of a lifetime. Christening Confirmation Graduation Debutante Engagement Wedding Anniversaries	Complete Book of Entertaining, pp. 80-106.
	Plan a party or entertainment completely, after research, using criteria for the party but yet use originality.	

CONCEPTS: Planning Party Time and Special Meals

OVERALL OBJECTIVES: Demonstrate ability to plan entertainment for meals and special occasions.

BEHAVIORAL OBJECTIVES	LEARNING AND EVALUATION EXPERIENCES	TEACHING RESOURCES
	Complete UNIPAC on table setting. or Bring to class pictures of attractively arranged tables and discuss how hostess planned to serve. Practice waiting on table.	UNIPAC - Table Setting. Demonstration
Arrange flowers and/or other materials for centerpiece.	View demonstration of flower arrangement and make an appropriate centerpiece for a party. Judge by guidelines discussed in demonstration. Participate in a discussion on centerpieces that can be used as a part of the meal, i.e. relish trays, etc. as well as formal and informal centerpieces.	A Book of Table Arrangements, Roberts. How You Plan and Prepare Meals, Carson/Ramee p. 23.
Identify ways to serve foods attractively and tasty.	Read references on vegetables and fruits. View demonstration of garnishes. Collect pictures of foods made attractive by garnishes for eye appeal.	Meal Planning and Table Service, McLean. pp. 143-158. Demonstration. Periodicals.

CONCEPTS: Planning Party Time and Special Meals

OVERALL OBJECTIVES: Demonstrate ability to plan entertainment for meals and special occasions.

BEHAVIORAL OBJECTIVES	LEARNING AND EVALUATION EXPERIENCES	TEACHING RESOURCES
Decorate and glamorize food.	View transparencies, "Ways with Foods" or View demonstration of fancy tea sandwiches, petit fours, cake squares, wedding or birthday cake.	"Ways with Foods" 3M Business Product Sales, Inc. St. Paul, Minn. Resource person.
	View illustrations for cutting and serving cake to a large group. Summarize.	Resource person.
Prepare and garnish meat for party use.	Bake a ham or other meat and garnish. Summarize. Discuss appropriate garnishes for a variety of meats.	
Identify the procedure to follow when carving meat.	View a demonstration of the procedures to follow when carving meats such as: 1. Ham 2. Turkey 3. Beef roast/Pork roast	Teacher reference: Foods and Modern Living, McDermott, et al. P. 132-135. Resource person.

CONCEPTS: Planning Environment and Table Appointment

OVERALL OBJECTIVES: Demonstrate ability to select proper environment, table appointment, plan, prepare to serve foods.

BEHAVIORAL OBJECTIVES	LEARNING AND EVALUATION EXPERIENCES	TEACHING RESOURCES
Establish the effect of the background on entertainment.	Read references and participate in a discussion of the significance of decorations and characteristics needed for an eating area. (Example using the kitchen area for dining.)	Foods For Modern Living, McDermott, et al. pp. 106-112. Meal Planning and Table Service, McLean. pp. 46-50. The New Setting Your Table, Sprackling. pp. 21-31.
Set an attractive table.	Study references. Arrange exhibit with several place settings after observing pictures with variations from standard rules.	Meal Planning and Table Service, McLean. pp. 35-133. Foods For Modern Living, McDermott, et al, pp. 128-142.
Contrast different types of table appointments and their appropriate occasions as china, earthenware, etc.	Make a field trip to become familiar with table appointments and accessories.	Field Trip.
	Select a menu and set place setting for a particular menu.	Meal Management, Kinder. pp. 358,362-366, 370-372.
Identify the styles of table services.	Work in groups and demonstrate using Family, Compromise, Russian, and Buffet with emphasis on Buffet service.	Demonstrations.

CONCEPTS: Planning Environment and Table Appointment

OVERALL OBJECTIVES: Demonstrate ability to select proper environment, table appointment, plan, prepare to serve foods.

BEHAVIORAL OBJECTIVES	LEARNING AND EVALUATION EXPERIENCES	TEACHING RESOURCES
List manners that give a sense of poise.	Recall manners and review hand out sheets, i.e. passing food, using silver, etc. Share embarrassing moments because of an accident.	Hand out sheets. Management Book. pp. 483-496.
Identify seating arrangement for seated entertainment.	View demonstration of seating arrangement for seated dinner.	Demonstration.
List activities and games to entertain for party time and different age groups.	Participate in buzz session on suggestions for activities and games for children, teenagers, and adults. Keep in mind parties attended and activities that were successful. Report to class.	The Glamour Magazine Party Book. Dept. files.
Plan and prepare a buffet.	Plan, prepare, and serve a buffet meal. Evaluate the meal by criteria set up ahead of time.	You and Your Foods, White. p. 323.
Identify rule of thumb in quantity food - planning and buying.	Study reference and set up guidelines for planning and buying large quantities of food.	Meal Management, Kinder. p. 563-567.
List occasions for large group entertaining.	Work in buzz groups and list occasions for large group entertaining. Report from groups. Collect recipes for large groups.	Food For Fifty.

CONCEPTS: Planning Environment and Table Appointment

OVERALL OBJECTIVES: Demonstrate ability to select proper environment, table appointment, plan, prepare to serve foods.

BEHAVIORAL OBJECTIVES	LEARNING AND EVALUATION EXPERIENCES	TEACHING RESOURCES
List factors involved in large group entertaining.	Brainstorm factors to consider when entertaining large groups. Use overhead transparency for listing factors involved such as: expense, time, space.	Overhead Transparency.
List types of outdoor entertaining.	Read reference and summarize occasions for entertaining outdoors.	Complete Book of Entertaining, Lee.pp. 116-126.
Identify method of outdoor cooking.	Participate in a discussion of methods, foods and recipes.	Better Homes and Gardens New Cookbook, pp. 25-32. Foods in Homemaking, Cronan and Atwood. pp. 327-333.
Compare outdoor cooking equipment.	View selected filmstrip. Summarize uses of barbecue grill and hibachi.	Filmstrip -"Outdoor Cooking Made Easier and Better", Reynold Wrap Co.
Plan an outdoor entertainment.	Plan in detail an outdoor entertainment. Make plans for giving a party in a student's home.	Food for Modern Living, McDermott, et al. pp. 530-532.
Plan a party for children.	Research, plan and give party as a class project for children in Kindergarten or special class.	Party Books. Periodicals.

Teaching Resources

Books: (suggested text)

Carson, Bryta, and Ramee, MaRue C. How You Plan and Prepare Meals. 2nd. Ed. New York: Webster Division, McGraw-Hill Book Co. 1968.

Kinder, Faye. Meal Management. 4th Ed. New York: The Macmillan Company, 1973.

Lewis, Dora S. Family Meals and Hospitality. New York: MacMillan Co, New edition

Books: (suggested reference)

Berry, Mary. Manners Made Easy. New York: McGraw-Hill, 1963.

Brown, Helen. Holiday Cookbook. Boston: Little, 1952.

Crocker, Betty. Betty Crockers' Guide to Easy Entertaining. New York: Golden Press 1959.

New York: Betty Crockers' Good and Easy Cookbook. Golden Press 1971.

New York: Betty Crockers' Hostess Cookbook. Golden Press 1967.

New York: Betty Crockers' New Outdoor Cookbook. Golden Press 1967.

Cronan, Marion, and Atwood, June C. Foods in Homemaking. Peoria: Charles A. Bennett Co., Inc., Revised ed.

Dyer, Ceil. The Perfect Dinner Party Cookbook. New York: David McKay Co. Inc., 1974.

Elliott, Eleanor. The Glamour Magazine Party Book. New York: Doubleday and Company, 1965.

Lee, Nata. The Complete Book of Entertaining. New York: Hawthorne Books, Inc. 1968.

McDermott, Irene E. Trilling & Nicholas. Foods for Modern Living. New York: Lippincott Co., 1957.

McLean, Beth Bailey. Meal Planning and Table Service. Peoria: Charles A. Bennett Co. Inc., 1955.

Oerke, Bess V. Mealtime. Peoria: Bennett Co. Inc., 1960.

Ostrauder, Sheila. Festive Food Decorations for All Occasions. Sterling. 1969.

Perkins, Wilma Lord. The Fannie Merritt Farmer Boston Cooking School Cookbook. Boston: Little Brown & Co. 1959.

Pollard, L. Belle. Experiences With Foods. Revised edition, Boston: Ginn and Company, 1964.

Roberts, Patricia. The Book of Table Arrangement. New York: Crown Publisher Inc. 1951.

Shank, Dorothy E. Guide to Modern Meals. 2nd. ed. New York: Webster Division, McGraw-Hill Book Co., 1970.

Sprackling, Helen. The New Setting Your Table. New York: M. Barrows and Company, 1960.

White, Ruth. You and Your Food. 3rd. ed. Englewood Cliffs: Prentice-Hall, Inc., 1971.

UNIPACS:

93: Table Setting
2188: Freezing is a Method of Good Preservation
2528: Advantages and Disadvantages of Using Convenience Foods
2985: The Kitchen is an Organized Area of Various Center
2994: There are Rules for Making Introductions
3235: There are Things to Do When Preparing a Family Dinner

Filmstrips:

McGraw-Hill. 330 W. 42nd Street, New York, New York 10036.

"Parties"
"Parties are for Pleasure"

Pan-American Coffee Bureau "New Hostess at Home".

Reynolds Metal Co. Richmond, Va.

"Outdoor Cooking-Making Easier and Better"
"Party Planning-Menus, Recipes, Decorations"